

COMMUNITY RECREATION MANAGER

GRADE: 23

FLSA: EXEMPT

CHARACTERISTICS OF CLASS:

The Community Recreation Manager performs difficult professional and administrative work coordinating, planning, and developing recreation activities for all ages, within the City of Rockville. The employee supervises multiple full-time and seasonal employees, prepares program evaluation data, and coordinates multiple projects important to the Department. The position reports directly to the Superintendent of Recreation, and the incumbent is required to work as a team leader with other area supervisors and staff from other divisions to ensure smooth coordination of department services. The physical demands of the position are light and the working conditions can be somewhat stressful working with complex situations and meeting deadlines. The position requires considerable independent judgement in carrying out assignments. Evening and weekend work is required.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Works with civic groups, parent/student groups and other community organizations in determining recreational service needs/desires, and the best utilization of facilities and implements programs, which satisfy those needs in a cost effective manner.

- Coordinates the gathering and analysis of information related to recreational needs/desires/trends and relates this data to budget preparation and evaluation.
- Ensures community input is solicited in reference to program evaluation and changes, employing formal and informal surveys, meetings and personal contacts.
- Works with the Director of Recreation and Parks, the Superintendent of Recreation, and other department staff to develop and implement new programs and systems for managing programs.
- Maintains careful and accurate control of budgeted expenditures and revenues in the division in accordance with accepted City procedures.
- Operates revenue and non-revenue supported programming with budgetary guidelines.
- Develops and implements safety and risk management policies and strategies to maximize participant safety and minimize potential City liability.
- Develops and implements department-wide marketing, including advertising, public service announcements, coordination of the quarterly recreation brochure, city newsletter, website and other media to promote programs and facilities.
- Recruits, selects, trains, and evaluates permanent, part-time and volunteer staff.
- Gathers information pertaining to new development in the field of recreation and applies these methods and practices to professional guidance and training for subordinate employees, volunteers, etc.
- Meets with agencies outside the City of Rockville whose services are of value to City government and its citizenry.
- Supervises the work of subordinate employees.
- Performs related work as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree in recreation, physical education or related field, plus five years of progressively responsible experience in recreation administration. Supervisory experience and Certified Leisure Professionals are preferred.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of and appreciation for the objectives and principles of a planned and diversified recreation program appealing to all ages and interest groups.
- Considerable knowledge of the organization, development and operation of a diversified recreation program.
- Ability to administer such programs within general policy guidelines and budgetary limitations.

- Ability to make decisions recognizing established precedents and practices, and to use resourcefulness in meeting new situations.
- Ability to establish and maintain effective working relationships with persons and groups interested in recreation, associates and other employees and departments, and the general public.
- Ability to stimulate staff to maintain a high level of quality and creativity in their daily work.